



Swim-A-Thon Club Tutorial 2013

Welcome to our online training tutorial:

1. Let's get acquainted to our online tool we are using today.....
 - GoTo Meeting
 - How to ask the speaker questions
 - Presentation & Participant etiquette
2. Presentation will take between 45-60 Minutes depending on questions.
3. A Copy of the Presentation, along with FAQ's and User Manual will be available for all participants

www.ontarioswimathon.ca/demo

Why has Swim Canada & Swim Ontario partnered with Raising Spirit?

- Beta Test with Swim Ontario for 2013
- Less Paperwork
- No Fund Collecting or Chasing
- No Additional Data Entry – “Graspit”
- Increase Funds Raised – Value of Funds (\$10. vs. \$2.)
- Increased Reporting “real time analysis”
- Opportunity to “Identify” where the funds are going – helps increase funds
- Swimmer Experience and Donor Experience Improved
- Integrated Charitable Receipt Issuance

Difference between Online vs. Offline (the Upside)

- Reduce overhead (Volunteers and Costs)
- Targets are Limitless
- Speed Factor
- Data Rich
- Communication Trending
- No Bounced Cheques
- No more “Supplemental” Cash from families for relatives
- Ability to “view” objective and results in real time
- Keep the Message “On Topic” more productive for the organization
- Most importantly SAVES TIME and SIMPLE!

Fee Structure

10% of all monies collected will go to cover the following:

- 5% Swim Ontario
- 3% Swim Canada
- 2% PayPal (Visa & MasterCard Transaction system)

If you have questions with regards to the specifics of the FEE structure, we encourage you to contact Swim Canada.



Finding the **Right Leader** to run your Swim-A-Thon campaign...



- Computer Literate
- Close to Coaches
- Adequate Time
- Likes Reading Reports
- Not Afraid to Communicate
- Positive Energy
- Supports the Club's objective
- Loves to Communicate and RALLY the team!

#1 Way to double or triple your results...

Communicate.

How to **maximize** your results...



1. Use your Reports...
2. Ensure everyone is registered...
(Increase your pledges by 50% simply by getting more swimmers enrolled at kickoff)
3. Review Pledges & Targets daily
4. Create Competition between swim groups
5. Extend your Time Frame for collection
6. Communicate – Coaches to Swimmers, Swimmers to Parents, Parents to Donors

Timelines

- **Webinars Nov 22, 25, or 26th**
- **Register your club**
www.ontarioswimathon.ca/register-club
between Dec 1 - Dec 15th
- **Site build Dec - Jan 15**
- **Event must run between January 1-
March 31st**
- **All managing and approving of donors
for receipt process must be completed
by May 31, 2013**

Step 1 – Club registration

Step 1

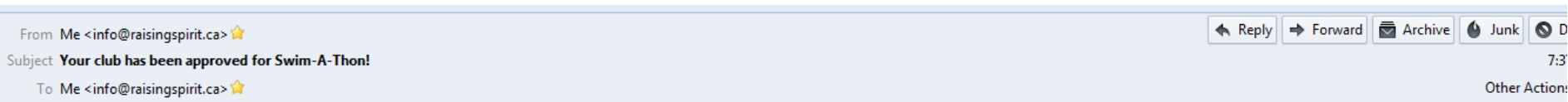
Step 1 – Club registration

The screenshot shows the 'Ontario Swim Clubs Sign Up Here' registration form. At the top, there are logos for 'SWIMMING + NATATION CANADA', 'SWIMATHON NAGEOTHON', and a note: 'Swim Ontario Clubs must register here in order to use this fundraising tool!'. The form fields include: 'Club Name' (with a dropdown menu showing 'AAD - Acton Aquatics'), 'Office Address' (with an example: '11 Dolphin Lane, Ayr, Ontario N1T 5J2'), 'Contact Name', 'Contact Phone', 'Contact Email', 'Incorporation number (N/A if not incorporated)', 'English or French Site' (with a dropdown menu showing 'English'), and 'Fee Structure Language'. Below these fields is a 'Terms and Conditions' section with a scrollable text area containing legal disclaimers. At the bottom, there is a 'Club Affidavit (Electronic Signature)' section with a 'Sign Your Name' field and a 'Click Here to Submit' button.

- Online Registration URL
<http://www.ontarioswimathon.ca/register-club/>
- Fill out all fields
- Drop down menu for club name
- Address
- Contact Name
- Contact Phone Number
- Contact Email
- Incorporation # if applicable or if known
- Type in Fee Structure Language
- READ Terms & Conditions – which is the Club Affidavit
- Type Name of person who has read affidavit and understands it. This is key as you are the person who determining if donations are eligible for receipts at end of campaign
- CLICK to SUBMIT

Step 1 – Club registration

Confirmation email that you have been approved by the Provincial Swim Body



Your Swim Club has been approved for Swim-A-Thon.

You will be contacted shortly by the RaiseATHon team. Email will come from swimmingcanada@raiseathon.ca. Please ensure to check your spam/junk mail if you do not receive within a few days.

Next Steps

- *please have ready a Club Photo 920px x 320px (ideal)
- *jpeg of Club Logo
- *Goal Statement for Home page for donors to see (max 4 sentences)
- *Event details (date, time, location, etc)

Important Dates to Note

- *Dec – Jan 15 – site build and approval
- *Jan 1- March 30th – all Swim-A-Thon's must be complete in this time frame
- *Club administrator will have until May 30th to complete the manage receipt function



Step 1 – Club registration

Once you have completed your registration. Your Provincial Swim-A-Thon coordinator will receive an e-notice that you have submitted and upon review will approve your participation. At which point, you will receive an email from the Raising Spirit team (swimmingcanada@raiseathon.ca) who will request information to complete the build of your site.

Items you will need to have ready in order to have site built in timely manner:

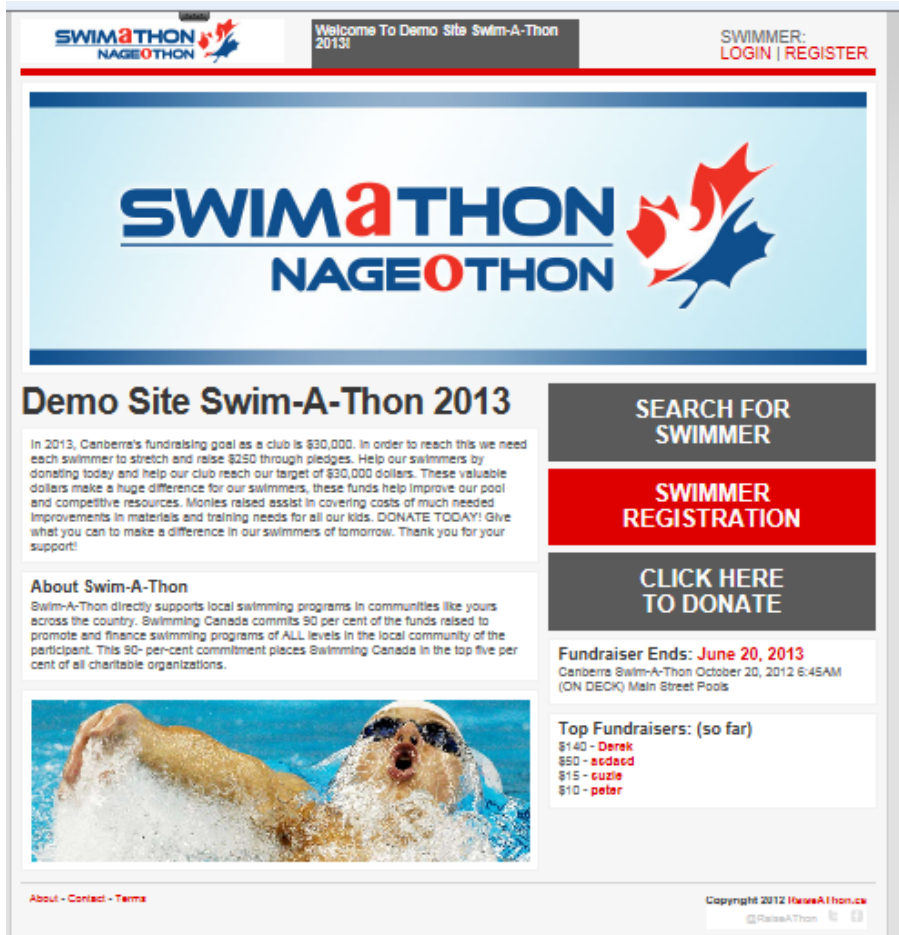
1. Swim Club Photo Jpeg 920px x 300px (it can be group shot, or a few swimmers, your choice)
2. Club Logo – Jpeg Format
3. Swim Club Goal Statement (Give big picture i.e. Monies will contribute to purchasing swim blocks, underwater cameras, etc)
4. Details of Event (date, time, location)

Reminder Swim-A-Thon event date must be between Jan 1- March 31/13

Step 2 – Website Setup



Step 2 – Website Setup



There will be 3 rotating bars on the site...

1. Swim Canada - 2 images
2. Your Swim Club
(this is the photo we require 920px x320px)

*have your goal statement ready
*event date/time/location details

Step 3 – Communication Campaign

Step 3

Step 3 – Recommended Communication Elements

1. Swim Group & Coach Kick Off – with Swim-A-Thon Coordinator
2. Email Communication to all Parents (Launching the Program) (PLEASE Ensure you tell your parents and swimmers where the money raised will go to...this is key to your success)
3. Have your parents be the ones to register the swimmer as it is important they understand the Family Affidavit.
4. Tell Swimmers to aim high with their fundraising \$ goal they will enter on their profile page, and to visit often to update in case they surpass
5. Communication to all Swimmers about Competition (option if you want to create competition between groups at your club)
6. Link to URL on Swim Club Website with “Banner Promoting Campaign
7. Contact the Local Paper & Radio Stations (PR)

Communication Elements

Raiseathon will be providing a number of communication templates for your club. These are only suggestions and clubs are encouraged to make any changes they see necessary based on club size and organizational structure.

Example: Kick Off Letter & Swimmer FAQ's

Step 4 – Swimmer Registration

Step 4

Step 4 – Swimmer Registration

<http://www.ontarioswimathon.ca/demo/>

Create a Swimmer Profile

Username: enter an anonymous nickname/codename
Password: letters and atleast 1 number (8-16 characters long)
Email Address: enter a valid email address, like user@domain.com

First Name: enter your first name.
Last Name: enter your last name

Group Name: Only enter if applicable

Fundraising Goal: the dollar amount you hope to fundraise, eg.

About Your Goal:

maximum 250 characters!

Profile Picture

Choose File

No files chosen

upload a picture to display on your private profile

Address is required for registration.

Terms and Conditions:

FAMILY AFFIDAVIT GUIDELINES PROVIDED BY SWIMMING CANADA General Rule

In order to qualify as a tax deductible donation a transfer of property (including payment of money by cash or cheque), must meet the following conditions:
1. Some property – usually cash – is transferred to the Registered Charity. Contributions of service such as volunteers' time, legal work, etc., DO NOT QUALIFY.

2. The gift must be made without expectation of return. No valuable consideration or benefit of any kind to the donor or to anyone designated by the donor may result from the payment.

Swim Ontario IS NOT LEGALLY PERMITTED to issue Tax Receipts:

- for registration or assessment fees paid to join a swim club;
 - to parents paying a swimmer's swim-A-Thon fee set by a swim club;
 - to clubs that "trade" or "switch" donations;
 - for contributions to "members' trust accounts" or "family accounts".
- C.C.R.A. Fundraising Audit Procedures

Please have a parent or guardian electronically sign the family affidavit (type their full name) if you are under the age of 18.
By signing this agreement you and clicking submit you or your parent/guardian agree to the terms and conditions above.

Affidavit:

Parent/Guardian Signature.

CLOSE

Swim-A-Thon family Affidavit.

If a child is under 18 a parent must read and type in their name to agree to affidavit. If swimmer is over 18, they may print their name.

Step 4 – Confirmation of Swimmer Registration

Dear Emily Kline,

Thank you for registering for the Ajax Swim-A-Thon 2013.

Please share this link with family and friends to encourage them to donate to your goal:

<http://ontarioswimathon.ca/ajax/profile.php?id=lu6gb65>

Or You can also send invitations directly from your profile page:

<http://ontarioswimathon.ca/ajax/profile.php?id=lu6gb65>

Good luck in achieving your goals!



Step 4 – Swimmer's Finished Page



Suzie Walker



Fundraising Goal: \$500
Total Raised: \$0

Swim fast

Fundraising Goal Completion: 0%

Suzie has not raised anything yet!

\$0 \$250 \$500

About: Canberra's Swim-A-Thon 2013

In 2013, Canberra's fundraising goal as a club is \$30,000. In order to reach this we need each swimmer to stretch and raise \$250 through pledges. Help our swimmers by donating today and help our club reach our target of \$30,000 dollars. These valuable dollars make a huge difference for our swimmers, these funds help improve our pool and competitive resources. Monies raised assist in covering costs of much needed improvements in materials and training needs for all our kids. DONATE TODAY! Give what you can to make a difference in our swimmers of tomorrow. Thank you for your support!

CLICK HERE TO SPONSOR SUZIE

Fundraiser Ends: June 20, 2013
Canberra Swim-A-Thon October 20, 2012 8:45AM
(ON DECK) Main Street Pools

Suzie's Sponsors: (so far)
Suzie has not been sponsored yet. Be the first, click the "Sponsor Suzie" above!

Invite Your Friends & Family to Donate

Facebook Twitter Google+ Email Plus

Share by Email: Email Windows Messenger Yahoo! Messenger

Step 4 – Edit Swimmer Home Page



The screenshot shows the user interface for the SwimaThon NageOThon website. At the top, the logo features the text "SWIMaTHON" in blue with a red 'a', and "NAGEOTHON" in blue with a red 'O', accompanied by a stylized red and blue maple leaf. Below the logo, a navigation bar contains the text "Welcome, suzie" in grey, followed by "Edit Your Profile", "Change Your Picture", and "View Your Page" in red. A "Logout" link is also present in red. Below the navigation bar, the text "Welcome, suzie" is repeated in grey, followed by the instruction "Use the navigation above to edit your profile information, change or add a profile picture, or logout!". At the bottom of the page, a red link says "Click here to change your password!".

SWIMaTHON
NAGEOTHON

Welcome, suzie [Edit Your Profile](#) [Change Your Picture](#) [View Your Page](#)
[Logout](#)

Welcome, suzie

Use the navigation above to edit your profile information, change or add a profile picture, or logout!

[Click here to change your password!](#)

Step 5 – Donor Pledge

Step 5

Donor Program

Raiseathon is a full online (Visa, MasterCard, American Express and Discover) pledge system. (Similar to Heart & Stroke, Run for the Cure and other Health related fundraising events.)

This system doesn't require door to door collection, this system leverages social, family and work networks (Face Book, Linked In, Email, Work Colleagues, Worldwide)



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What if my donor doesn't want to use their credit card?

The system only accepts the 4 major credit cards:

Therefore we recommend the following:

1. Swimmer accepts cash or cheque and then uses their parents or guardians credit card to process the transaction.
2. You could use prepaid Credit Cards
3. If your swim club agrees to accept the cash and then process the transactions separately.

We don't encourage "offline" donations because of the added work to the club.

Step 5 – Swimmer Donor Invite

Suzie Smith



Fundraising Goal: \$350

Total Raised: \$50

I will swim 200 laps in 55 minutes

Fundraising Goal Completion: 17.1428571429%



**CLICK HERE TO
SPONSOR SUZIE**

Fundraiser Ends: **October 28, 2012**

Kingfish Swim-A-Thon April 18, 2013 6:45AM (ON
DECK) Main Street Pools

Suzie's Sponsors: (so far)

\$50 - Aunt Barbara

\$10 - Aunt Barbara

Invite Your Friends & Family to
Donate



Share by Email:



The Swimmer invites the donor via their URL at the top of their page, emails link sent upon registration, or within profile sends email directly, puts on Facebook, Twitter, etc then Click on email links below to send invite out to potential donors.....

Step 5 – General Donor

If a donor loses the name of a swimmer, they may search by swimmer or just wants to support the club then they can go here to make a general donation!

(Great for your Fundraising Team to target companies)

In 2013, the Kingston Kingfish's fundraising goal as a club is \$30,000. In order to reach this we need each swimmer to stretch and raise \$250 through pledges. Help our swimmers by donating today and help our club reach our target of \$30,000 dollars. These valuable dollars make a huge difference for our swimmers, these funds help improve our pool and competitive resources. Monies raised assist in covering costs of much needed improvements in materials and training needs for all our kids. **DONATE TODAY!** Give what you can to make a difference in our swimmers of tomorrow. Thank you for your support!

Swim-A-Thon is Swimming Canada's annual program designed to raise funds which are used to help promote and finance competitive swimming at ALL levels, ranging from local to international



**SEARCH FOR
SWIMMER**

**SWIMMER
REGISTRATION**

**CLICK HERE
TO DONATE**

Fundraiser Ends: October 28, 2012
Kingfish Swim-A-Thon April 18, 2013 6:45AM (ON
DECK) Main Street Pools

Step 5 – Amount Selected

The screenshot shows a web page for a 'Swim-a-thon' event. A modal window is open with the title 'Please select the amount you wish to contribute'. Inside the modal, there is a dropdown menu with a list of donation amounts: \$10, \$15, \$20, \$25, \$30, \$35, \$40, \$45, \$50, \$60, \$75, \$100, \$125, \$150, \$175, \$200, \$300, \$350, \$400, \$450, \$500, \$750, and \$1000. The \$10 option is currently selected. To the right of the dropdown is a yellow 'Donate' button. Below the dropdown, there is a 'CLOSE' button. In the background, a photo of a young girl named Suzie Smith is visible, along with text about the Kingston Kingfish Swim A Thon and social media sharing options.

Drop down for donations will begin at \$10, which is the minimum amount required in order to receive a receipt

Step 5 – Paypal Processing

Suzie Smith - Kingston Kingfish Swim A Thon - Donation **Total: \$10.00 CAD**

Pay with Credit Card or Log In

Country:

First Name:

Last Name:

Credit Card Number:

Payment Type:    

Expiration Date: / CSC: [What's this?](#)

Billing Address Line 1:

Billing Address Line 2:

(optional)

City:

Province:

Postal code:

Home Telephone:

Email:

ALREADY HAVE A PAYPAL ACCOUNT?

Password:

[Forgot your email address or password?](#)

Step 5 – PayPal Confirmation

Many thanks, your donation is now complete

PayPal



Secure Payments

Confirmation number: 5J375340195668354.

An email with your donation details has been sent to jgerrard@explornet.ca

DONATIONS COORDINATOR CONTACT INFORMATION

Raising Spirit Inc.

orders@raisingspirit.ca

5196202184

Leave a note! - Click Here For Charitable Receipt

If you have forgotten your password, please [reset it](#).

PayPal protects your privacy and security.

For more information, read our [User Agreement](#) and [Privacy Policy](#).

Copyright © 1999-2012 PayPal. All rights reserved.

If a donor misses requesting a charitable receipt, Swim Canada will not issue receipts



Step 5 – Receipt & Messaging Option

SWIMATHON
NAGEOTHON

Welcome to Ajax Swim-A-Thon 2013!

SWIMMER:
LOGIN | REGISTER



Thank you For Sponsoring Emily !
Fill in the information below if you'd like to leave Emily a message!
Skip this step if you wish to give anonymously.

Name/Nickname:

Your Message:

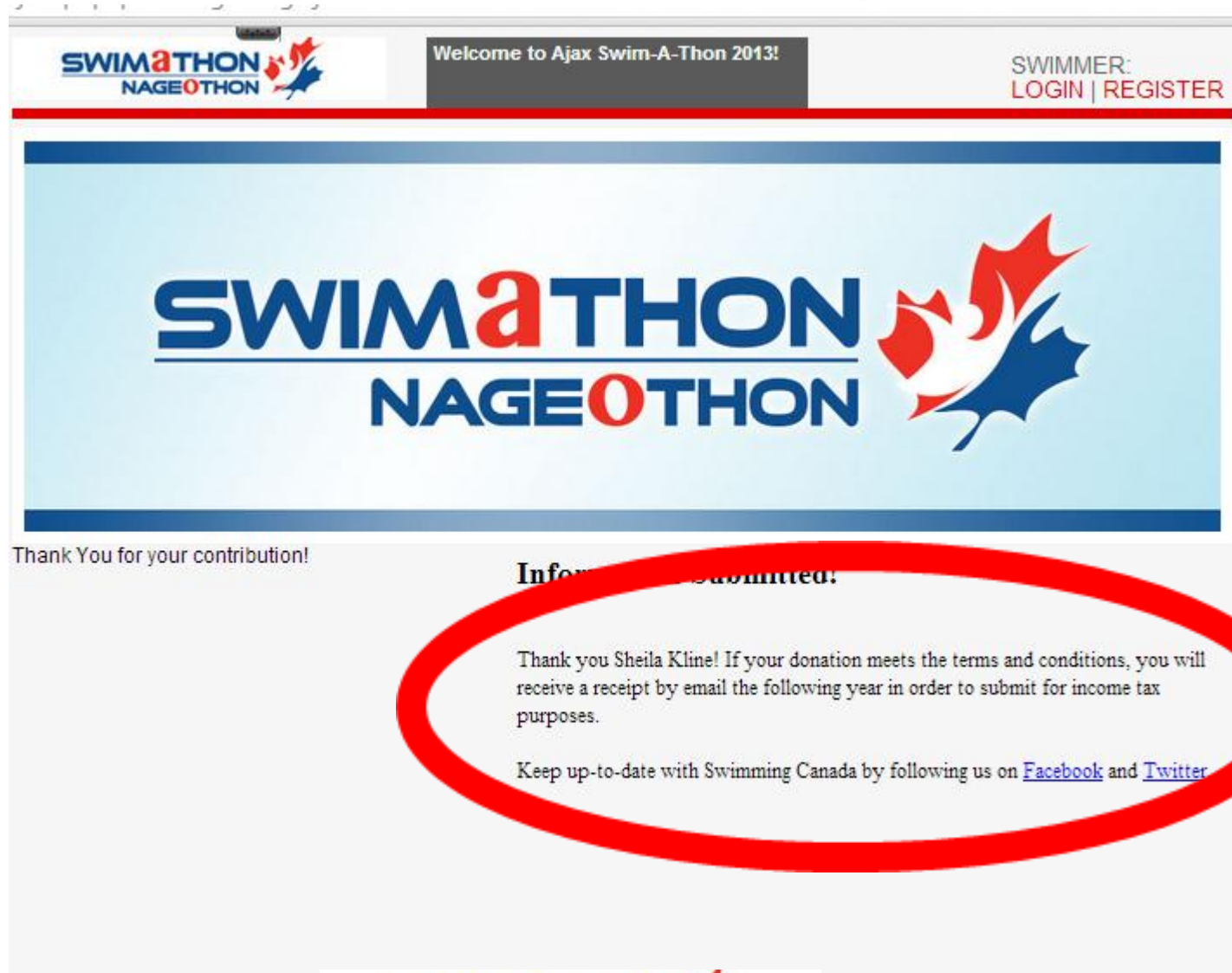
The name/nickname entered above will be displayed on Emily's Public Profile.
Your message however, will only be sent directly to Emily.

Request charitable receipt

Name:
Address:
City:
Province:
Postal Code:
Contact Phone #:
Email Address:

☐ Check this box if you are the Parent/Guardian of the participant.
☐ By checking this box I agree to the [Terms and Conditions](#).
(Parent Required)

Step 5 – Swimmer Registration



Step 5 – Confirmation of Donation

Subject: Sharon Stone thanks for your donation!

Date: Sun, 02 Sep 2012 17:18:33 -0600

Dear Sharon Stone,

Thank you for donating \$125 to Ajax Swim-A-Thon 2013. Your donation will go towards valuable programs promoting and developing the sport of swimming across Canada. If your donation meets the terms and conditions, you will receive a receipt by email the following year in order to submit for income tax purposes.

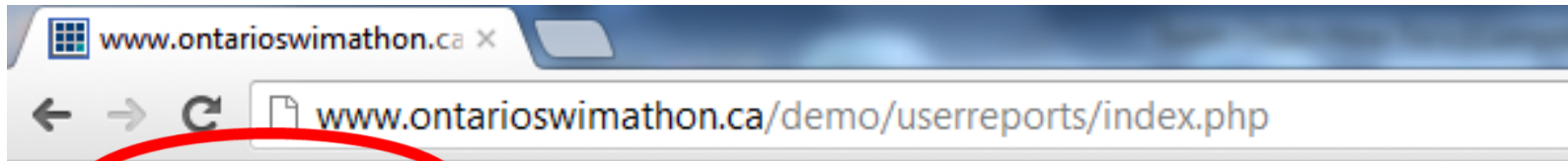
Swim Canada



Step 6 – Reports

Step 6

Step 6 – Club Reports



Fun **raiser Grand Total: \$1915**

[Participants \(Spreadsheet\)](#)

Online

[All Online Transactions \(Spreadsheet\)](#)

[Online Donations for Charitable Receipts \(Spreadsheet\)](#)

1. Reports can be exported to Excel
2. Participants Spreadsheet – report that shows participant information, goal, raised to date – subtotal (real time verification – validate commitments)
3. All Online Transactions Spreadsheet & Online Donations for Charitable Receipts – provide a detail list of all transactions
4. Login Information Supplied in Manual

Login using <http://ontarioswimathon.ca/clubcalletter/userreports>
password: to be provided

Step 6 – Demonstration Report

What your report site will look like...

<http://ontarioswimathon.ca/kingfish/userreports/index.php>

Step 7 – Receipting

Step 7

Step 7 – End of SwimATHon

Communication – Receipting Prep.

Dear Swim-A-Thon Coordinator,

Your Swim-A-Thon Online Fundraiser has ended and it is time that either accepting or denying any donors who will not receive charitable receipts.

Please log in using <http://ontarioswimathon.ca/sharks/manage-receipts/> and have completed by May 31, 2013.

If you deny any receipts, you must contact the donor and explain why they will not receive a receipt. This will be up to you and expected as part of the process.

Most importantly, once you have completed your validation click “SUBMIT” at the bottom of the page to send to the Provincial Body to complete a final cheque before receipts are issued.

Remember receipts will be issued by Swim Canada, if they meet the terms and conditions, by February of the following year in order to meet the income tax deadline.

If you have any questions or require assistance please email swimmingcanada@raiseathon.ca

1. Communication is sent to you once the campaign is over.
2. Then as the coordinator you must access the report link and perform the initial receipt audit.

Step 7 – Receipt Report (Reviewing)

Marlins Swim-A-Thon 2013

Manage Receipts

[Log Out](#)

Please deny any transactions below in which the donor is not entitled to a receipt.

Please realize that this report is fluid which means you are able to go in and out freely p
info@raisingspirit.ca

Once you have denied all unqualified transactions. Click "Confirm" at the bottom of thi

Participant Name	Participant Address	Participant Phone	Affidavit Sign	Gro
Jordan Tanner	1 Gore Road Guelph Ontario N0B 2J0	5195551212	Gord Tanner	Elit
Abby Gerrard	RR2 Guelph Ontario N0B 2J0	5196210193	Mary Kline	Dev

- Report is sorted by Swimmer – ID (First to Enrol)
- Report will only show donations where the donor has requested a receipt
- Report shows both donor and participant information
- Watch out for Participant, Affidavit and Donor Name (when checking)

Step 7 – Conflicts for Receipts

The receipting function of the tool you're using allows you to “deny or modify” a donation and the amount of the potential receipt.

The system allows you to investigate potential questionable donations without losing your work you have saved to date.

Key Items to Check for when proceeding with the Receipt Authorization process

Reminder – Report sorts by Swimmer Alphabetically

- Donor Address is same as Swimmer Address
- Donor is parent, who is seeking a receipt but has not contributed enough to meet their minimum financial commitment (if one has been set)

Receipts – Screen Shot

Please deny any transactions below in which the donor is not entitled to a receipt. Click the DENY button to deny a transaction.

Please realize that this report is fluid which means you are able to go in and out freely prior to the final confirmation of page. Only click "Confirm and Notify" at the bottom of the page when you are completely comfortable with final checks. If you have any questions, please email info@raisingpirit.ca

Once you have denied all unqualified transactions. Click "Confirm" at the bottom of this page to let Swim Ontario know the receipts are ready to be approved and sent.

Participant Name	Participant Address	Participant Phone	Affidavit Sign	Group	Amount	Donor Name	Donor Address	Donor Phone	Donor Email	Date	Paypal TRX#	DENY	PARENT	MODIFIED AMNT - REASON.
Billy Miner	RR2 Timbaktu Ontario N0B2J0	5195551212	Billy Miner	Senior Elite	200	Susan Miner	1 Hippety Hopp Lane, Timbaktu, Ontario N0B 2J0	5195551212	info@raisingpirit.ca	Nov 22 2012	7P196098T2572230V	DENY	MODIFY AMOUNT	0 -
Billy Miner	RR2 Timbaktu Ontario N0B2J0	5195551212	Billy Miner	Senior Elite	10	Janice Wilson	1 Skip Lane, Timbaktu, Ontario N0B 2J0	5196210193	igerrard@xplonet.ca	Nov 22 2012	0SS55101UD132550L	DENY		0 -
Bob Thomas	1 Country Road Timbaktu Ontario N0B 2J0	5195551212	Sarah Silks	Junior Elite	10	Sheila Cartilage	1 Righteous Road, Timbaktu, Ontario N0B 2J0	5195551212	info@raisingpirit.ca	Nov 22 2012	8RY3470686904041B	DENY		0 -
Bob Thomas	1 Country Road Timbaktu Ontario N0B 2J0	5195551212	Sarah Silks	Junior Elite	200	Robert Thomas	123 Remarkable Way, Kitchener, Ontario N1S4K2	9056326756	igerrard@xplonet.ca	Nov 22 2012	0HT8360807678223J	DENY	MODIFY AMOUNT	0 -
Emily Gerrard	1 Smith Lane Timbaktu Ontario N0B 2J0	5195551212	Karen Gerrard	Junior Elite	50	John Robert	1212 happy lane, Peterborough, Ontario N0B2J0	5196210193	igerrard@xplonet.ca	Nov 22 2012	1UW57828NG130994M	DENY	MODIFY AMOUNT	0 -

total # of receipts to be sent: 5



Deny Step

Manage Receipts

[Log Out](#) | [Back To List](#)

Please enter a reason for denying this receipt and click :

Participant Name	Participant Address	Partici
Suzie Smith	1 Appleby Line Burlington Ontario N0B 2J0	51955:

Reason Denied (i.e. Club Mandatory Family Assessment Fee, etc)

Submit

- If you click deny , then a Reason Denied Box appears. Here you can write a simple explanation i.e.

**Club Mandatory
Assessment Fee-
Parent,**

**then click SUBMIT on
this page, and you can
go 'back to list'**

Modify Step

Ajax Swim-A-Thon 2013

Manage Receipts

[Log Out](#) | [Back To List](#)

Please enter a receipted amount and reason for this receipt and click submit.

Participant Name	Participant Address	Participant Phone	Affidavit Signe
Emily Kline	1 Smith Lane Ajax Ontario M8B 2J0	5196210193	Sheila Kline

Receipt Value (eg 100)

Reason Modified (eg: Fundraiser fee for Participant/Parent is \$150)

fundraising fee is \$100 and parent donated \$125,
eligible only for \$25 receipt

NOTE: DO NOT SET RECEIPT VALUE TO 0 or NEGATIVE. INSTEAD DENY THE RECEIPT TO PREVENT IT FROM BEING SENT AT ALL.

- If you click modify, then a RECEIPT Value box asks you to modify for the correct amount of the receipt.
- Then you can identify a reason.

Step 7 – Final Step in Receipt Management

The transactions below have been denied.

Participant Name	Participant Address	Participant Phone	Affidavit Signed	Group	Amount	Donor Name
Suzie Smith	1 Appleby Line Burlington Ontario N0B 2J0	5195551212	David Smith		75	Marnie S

1 receipts have been denied.

[CONFIRM AND NOTIFY Swim Ontario](#) (once confirmed changes can NOT be

Once the club is satisfied with the admin review, you will select Confirm & Notify and a communication is sent to Provincial Admin

Manage Receipts

[Log Out](#) | [Back To List](#)

Information has been sent to organization.

whales

Notes

- It is important to note that you can shut down the link, and come back the next day, and it will automatically save where you left off. i.e. you need to verify if a parent, etc
- **ONLY** hit “Confirm and Notify Swim Ontario” if you are completely satisfied with your verifications
- You have signed the Club Affidavit so it is imperative if you have a fundraising fee in effect that you abide to this for approving of receipts.

Step 8 – Donor Contact

Step 8

Step 8 – Email Receipt Confirmation

This is sent once Swim Ontario does their double check and approval process

Dear Sheila Kline,

Thank you for your donation to Swim-A-Thon 2013.

This key fundraising program for Swimming Canada directly supports local swim programs in areas like yours across the country. We commit 90 per cent of the funds collected to promote and finance competitive swimming programs of ALL levels in the local community of the swimmer you donated to . This 90-per-cent commitment places Swimming Canada in the top five per cent of all charitable organizations.

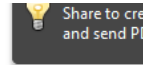
By keeping administration costs to a minimum, Swimming Canada ensures the vast majority of these funds go directly to the grassroots of our sport. Your donation will help children learn to swim so they can be safe around water and have a skill for life. Who knows, it may have even helped a young swimmer take a step on the road to making an Olympic dream come true!

Please find attached an official charitable tax receipt that you are required to print out and submit with your income tax.





2445 ST. LAURENT BLVD., SUITE B140, OTTAWA, ONTARIO K1G 6C3
Tel: 613-260-1348 www.swimming.ca www.natation.ca



RECEIVED FROM / REÇU DE :

Melissa Lennie
2345 Hall Road
Toronto, Ontario
N0R 1R3
info@raisingspirit.ca

THE SUM OF /
LA SOMME DE : \$10

REGISTRATION NUMBER /
NUMÉRO ENREGISTREMENT :
1935 0825 RR0001

RECEIPT # / REÇU # : ON-mar-1

ISSUE DATE / DATE D'ÉMISSION : 06/09/2012

DONATION DATE / DATE DE DONATION : 06/09/2012

ISSUED AT / ÉMIS À : Toronto, Ontario

PER: John Vadeika, Executive Director
Swim Ontario

Canada Revenue Agency/Agence du Revenu du Canada
www.cra-arc.gc.ca/charities/

THIS IS YOUR OFFICIAL RECEIPT FOR INCOME TAX PURPOSES - THANK YOU

The Email is deployed upon approval from Provincial Admin and receipts are sent out to all donors following Swim Canada's receipting guidelines.

Receipt Number Configuration

(ON-AAC-2)

ON – Ontario Provincial
AAC – Club CALL letter
(i.e. Acton Aqua Ducks)
2 – Receipt # Issued in
chronological



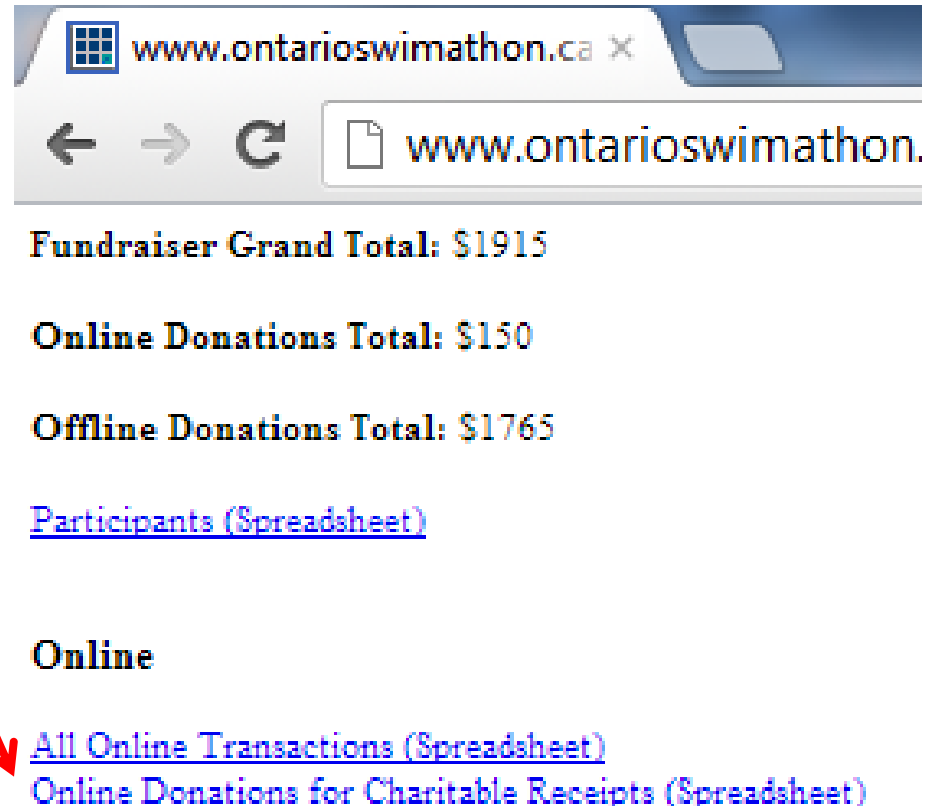
Step 9 – Questions

Step 9

Step 9 – Forget Receipts

You can then go back into
www.ontarioswimathon.ca/calletterofclub/userreports
password: doom21

Select “online donations for charitable receipts” – it will show all donors and to the far right it will give their receipt #, you would then simply contact Swim Ontario office provide your club call letter, receipt #, and name of person,



Contact

- Please contact Raising Spirit Team at swimmingcanada@raiseathon.ca or **226-533-8883** if you have any questions or need assistance.

Detail out:

Name

Club Site

Email

Phone Number

Explanation of your question or assistance:

We are here to help you!



Questions

Thank You

